Resume Typing Guidelines

PAGE SET-UP

- ➢ Click on the File drop down menu
- ➢ Click on Page Set-up
- ➢ Click on Margins
- ➢ Left and Right margins should be 1.00" to 1.4"
- ➢ Top and bottom margins 1" to 1.5"

FONTS

- ➢ Select either Arial, Times or Times New Roman
- ➢ Use no more than two font sizes (choose size 10, 11, 12 or 14)
- ➢ Use size 10, 11, or 12 font for body of resume
- ➢ May use one size larger font for name and headings
- ➢ Keep font sizes consistent (ex. Use same size font for all headings; if you change font size for the body of the resume, then use the same size throughout the body.

HEADINGS

- ➢ Either center heading or place to the left of the page
- ➢ Student's name may be in a larger font size (ex. If address and telephone number is size 12, student may use size 14 for his/her name)
- ➢ Email address may be used if business appropriate

RESUME TEMPLATE

- ➢ Use one of the model formats for resumes
- ➢ Do not use resume templates that come with computers
- ➢ Enter three spaces after your heading then key in Objective based on the format you have chosen.
- ➢ Highlight key points with boldface type to emphasize and draw attention to key elements – your name, names of organizations, employers, schools and headlines.
- ➢ Use **ALL CAPS** and underlining sparingly, if at all. Never underline words or phrases in your body copy. If you must, consider using all caps or underlining for your name and section heads only.